

## DVR Service Fee for WDA 1, 2, and 3

**All services listed below require prior written authorization by the Division of Vocational Rehabilitation before services can be rendered and payment can be made. A counselor may be unable to complete the authorization unless the request and discussion with the counselor and consumer takes place before the service is rendered.**

Work Experience Fees

On the Job Training Fees

Job Shadowing Fees

Job Seeking Skills Fees

Mentoring Fees

Multidisciplinary Assessment Profile (MAP)

Benefits Counseling Fees

Work Experience  \$500 experience development \$ Wages + 20% administrative fee.	<p><b>Service:</b> A work experience is used to assist consumers to try out various employment avenues. Multiple work experiences may be used for an individual consumer. Each work experience will be billed to DVR by the vendor. Work experiences can be obtained through a vendor or directly with an employer. A vendor could develop the experience for \$500 and if the wages are paid directly to the employer the vendor would not receive the 30% administrative fee. Timeframe for a work experience is 1 week – 6 months, depending on individual consumer needs. If a permanent job results, the vendor will be paid the balance of the job development fee or \$400 for the hire.</p> <p><b>Outcome expected:</b> The consumer obtains valuable knowledge of their chosen field and/or is able to use the work experience to build their resume for future employment.</p>
OJT  \$ Negotiable with the	<p><b>Service:</b> This is a placement tool to be used by a vendor or DVR staff. The rationale for OJT must be documented and a guarantee of hire must be made if the OJT is successfully completed. An OJT should be developed in</p>

employer.	<p>writing. The service should last no longer than 6 months. Monthly progress reports from the employer are required. Progress reports from the vendor- if one is used – should document on-going communication with the employer. Negotiated wages will fade over the length of the service.</p> <p><b>Outcome expected:</b> Successful completion of training and retention of employment.</p>
<p>Job Shadowing</p> <p>\$150 / Written report from vendor describing event and consumers response.</p>	<p><b>Service:</b> The consumer is provided with an opportunity to shadow various occupations. The vendor will set up this opportunity for the consumer, attend the job shadow and invite DVR staff presence at the job shadow. Multiple job shadowing may occur and be billed to DVR as separate events. For example, the purchase order for one individual with 2 job shadowing events would total \$300.</p> <p><b>Outcome expected:</b> This service is used to assist consumers in determining job goals, suitability of stated goal, information gathering regarding specific employment opportunities, etc. The consumer will use this information to develop or amend their IPE.</p>
<p>Comprehensive Job Seeking Skills</p> <p>\$400 maximum/ Written report from vendor outlining activities conducted and skill level of consumer.</p>	<p><b>Service:</b> This service is to be provided only when local resources such as Job Centers do not meet the needs of the individual consumer. Activities to include:</p> <ul style="list-style-type: none"> <li>◆ Resume development – including video resumes</li> <li>◆ In depth completion of applications – this would include a chronological list of former employment with dates, duties, and wages</li> <li>◆ Interview skills</li> <li>◆ Phone etiquette – cold calling</li> <li>◆ Dressing for work</li> </ul> <p>If only one or two activities are needed they would be \$75 per activity.</p> <p><b>Outcome Expected:</b> Consumer will have an acceptable resume; complete work history information to use in job applications; feedback on interviewing skills so they can complete an interview independently; ability to make cold</p>

	calls on their own; able to dress appropriately for work.
<p><b>Mentoring Fees</b></p> <p>\$300 / development of employer/mentor and 2 months of monthly follow up reporting to ensure stability of mentoring relationship.</p> <p>Consumer monthly reports to the counselor. These reports may be written or verbal on mentoring progress.</p>	<p><b>Service:</b> Mentoring services to be developed by the vendor with a specific employer. The mentoring can include job shadowing activities, informational interviews, and career ladder opportunities with the mentor as a guide. Consumer involvement and commitment is crucial. Activities with the mentor are not limited to those listed above. Consumer and mentor will maintain contact at least two times per month.</p> <p><b>Outcome expected:</b> Consumer has an ongoing relationship for the time needed to assist in their career planning.</p>
<p><b>Multidisciplinary Assessment Profile (MAP)</b></p> <p>\$1,400 for comprehensive report to include recommendations.</p>	<p><b>Service:</b> This service is a comprehensive assessment of vocational potential which specifically addresses the needs of individuals with severe and/or multiple disabilities. The full assessment includes:</p> <ul style="list-style-type: none"> <li>◆ Vocational Evaluation</li> <li>◆ Speech Therapy Evaluation</li> <li>◆ Occupational Therapy Evaluation</li> <li>◆ Assistive Technology Evaluation</li> </ul> <p><b>Outcome Expected:</b> Consumer and counselor are able to make informed choices regarding the impact of multiple areas on their vocational choices.</p>
<p><b>Benefits Counseling</b></p> <p>\$350/ Resource list for benefit</p>	<p><b>Service:</b> This service is to be provided after a benefits analysis report has been received. It is a service for those consumers who are unable to independently monitor, track, and report benefits. This service may also be used to assist consumers in managing their PASS plan. The</p>

<p>recipients to include PASS Cadre, Payees, and others who may help the consumer and presenting issues resolved. Payment will be completed upon delivery of services.</p>	<p>service will address a consumer's current significant benefits questions. The fee is payable as a flat rate. The expectation is that the consumer will require substantial assistance to resolve their benefits issues and that there is a need for a resource list for future benefits issues. Service will be decided by the consumer and counselor.</p> <p><b>Outcome expected:</b> A consumer will obtain resources to contact for additional long-term assistance. These resources must be customized to the individual consumer. A list of resources should also be sent to DVR to attach to IRIS case notes. As a result, the consumer will be independent in their future benefit questions and issues.</p>
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